

**LINCOLN COUNTY
HIGH SCHOOL
LIONS**

**EXTRA-CURRICULAR
ACTIVITIES**

**Participant-Parent-Legal Guardian
Information**

2016-2017

GENERAL OVERVIEW

Organizational Chart/Chain of Command

School District #13 Board of Trustees

Superintendent

Principal

Activities Director

Head Coaches/Sponsors

Assistant Coaches

List of Extra-Curricular Activities

Seasonal

**Girls' Softball
Speech/Drama
Anthem Choir
Pep Band
Girls' Basketball
Boys' Football
Boys'/Girls' Cross-Country
Boys' Basketball
Girls' Volleyball
Boys' Wrestling
Boys'/Girls' Track
Boys'/Girls' Golf**

Non-Seasonal

**National Honor Society
Key Club
Student Council
School Play
Special Activity Program
- any other organizations
designated by principal**

Purpose of Handbook

The purpose of the activities handbook is to provide participants, parents, and the individuals who are charged with the responsibility of coaching and/or sponsoring high school activities at LCHS with the guidelines and recommendations necessary to help them in their role as participant, parent or coach/sponsor.

Philosophy

The purpose of all extra-curricular programs activities should be to provide opportunities for students to participate in clean and wholesome activities in addition to the formal educational requirements of a school day.

Such programs are extra-curricular in nature because the major time allowances are provided on an after-school-hour or outside-of-the-classroom basis. While regular school day academics are the school district's first priority, extra-curricular activities are an important aspect to the total program, offering many and varied opportunities for young people to acquire skills, attitudes, and knowledge that are important aspects of human development.

Sound school extra-curricular activities provide opportunities for both broad participation and keen team or individual competition, depending on the levels and areas of the activities. For a majority of students, general participation in an activity is an important aspect of their development. For a few students who wish to spend additional time and effort perfecting skills and becoming involved in the highly organized individual or team activity, the competitive aspects are important.

At the elementary and middle school levels extra-curricular activity programs should be provided that allow for participation by any student who is interested. This same concept could similarly carry into the high school programs through development of intramural type activities that follow the seasonal programs.

At the high school level competitive extra-curricular programs become more selective and more refined with an ultimate objective to produce teams capable of "representative" participation with the various other teams across the state. At the varsity level winning becomes a more important objective. Improved levels of performance, heightened competition with self and others, and development of self and group confidence impart important lifelong lessons for students' futures.

Participation

Participation in activities is a privilege granted to those students who meet the activity, eligibility, and behavior standards adopted and set by Lincoln County High School, the Eureka School District, and the Montana High School Association.

All individuals who desire to be members of a team at LCHS, whatever the level of competition, shall be given the opportunity to participate in the activity program and to demonstrate their abilities. That participation may occur in tryouts, practice and/or in game situations as determined by the coaching staff or sponsor.

Equal Education and Employment

The Eureka school district is committed to equality of educational opportunity. The district is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extracurricular and other school-related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The district is committed to conducting activities and athletics in an equitable manner in accordance with Montana High School Association's rules and the Ridgeway Settlement.

Inquiries or complaints regarding discrimination should be directed to the Title IX/Section 504 Coordinator, LCHS, PO Box 2000, Eureka, MT 59917. The Sexual Harassment Policy of the Montana High School Association is as follows:

Sexual Harassment Policy

The MHSA believes that all individuals should be treated with respect and dignity. Students would be able to participate in MHSA sponsored activities in an environment that is free from sexual harassment and sexual violence. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incidents of sexual harassment and sexual violence and to ensure that an environment free of such prohibited conduct is maintained. Any member school which sponsors or tolerates such activity is subject to expulsion from the MHSA.

Objectives of the Activity Programs

- 1. To recognize the purpose of activities is to help develop the physical, social, mental, and emotional well-being of each individual.**
- 2. To develop a sense of team work and commitment toward common goals.**
- 3. To teach sportsmanship and encourage responsible citizenship in the student who participates.**
- 4. Provide for group cooperation with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.**
- 5. Provide directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.**
- 6. Provide a focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.**
- 7. Provide for achievements of initial goals as set by the school in general and student as an individual.**
- 8. Provide provisions for worthy use of leisure time in later life, either as a participant or spectator.**
- 9. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.**
- 10. To create a desire to succeed and excel.**

Priority of Objectives

At times coaches or sponsors must make decisions and choices regarding the pursuit of winning weighed against the participant's welfare and development. Every choice our coaches or sponsors make should be based first on what is best for the team and second on what will help the individual.

Winning is important but coaches and sponsors will strive to see that the participants in our programs receive a quality experience in a class environment. Striving to win is essential to competition. Our programs emphasize the pursuit of victory and the journey of success in achieving our goals. Winning in and of itself is not the final product.

Sportsmanship

The Eureka school district requires that the conduct of student participants be exemplary at all times. Participants are representatives of the district and LCHS and must conduct themselves appropriately both while in school and out of school. Student participants who violate this policy are subject to being removed from the activity at the discretion of the coach, Activity Director, or building principal. The coaches and sponsors at LCHS have a rules and conduct code for their participants consistent with the policies and rules adopted by the MHSA. These rules contain a notice to participant that failure to abide by them may result in removal from the activity.

Levels of Competition in Activity Programs at LCHS

Varsity Teams

These programs are the final product of a student participant's career. Varsity programs represent competition at the highest level of interscholastic activities. This competitive environment makes striving to win a primary goal. The goal of winning and advancing to the playoffs are not consistent with providing equal opportunity to all individuals to participate equally in every contest. However, winning at all costs should not be the only objective. The varsity program should emphasize teamwork, sportsmanship, and working toward common goals. In some sports individuals who are freshmen or sophomores may be participating on the varsity level. These students may not have reached the end of their careers at the varsity level and should be instructed and coached with those factors in mind.

Junior Varsity/Freshmen Teams

These programs provide instruction and training to students in developing fundamentals, physical skills, and strategies to prepare them for participation at the varsity level. Striving and learning to win is an important goal at these levels and all participants should have the skills necessary to be able to participate in most contests. Coaches and sponsors in charge of these programs are responsible for reinforcing the philosophy of the varsity coach or sponsor.

Statement of Risk

Students and parents/legal guardians should be aware that athletics and many activities involve the potential for injury. Even with the best of coaching, professional trainers, the use of the most advanced protective equipment and strict observation of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death. Parents/legal guardians must assume the responsibility for expenses for any injury received in practices or games. No student may participate in sports or activities without the required forms filed, such as a current physical examination by a licensed health care professional, participation consent forms, and any other such required forms.

Medical Policy

All prospective athletes must have a physical examination before participating in any district sponsored athletic activity. The potential athlete must present a MHSA Athletic Pre-Participation Physical Examination Form (See Appendix B) signed by the examining physician indicating the student has passed a physical examination within the past year. Proof of health/accident insurance is required before a student can participate in any athletic practice or event. The Eureka School District will make available for purchase accident insurance for those who do not have health/accident insurance. A parent consent form, (The School Athletic/Activity

Participant/Legal Guardian Awareness and Permission Form--See Appendix C) must also be signed by the parent before any equipment may be issued to the student. Emergency Care forms must also be completed and signed by the parent and given to the coach by the parent prior to the student's participation.

Parent Consent/Physical/Emergency Forms

Prior to participating in an activity students and parents may be required to complete, sign and hand in consent forms and emergency information forms. Additionally, all athletic participants are required by MHSAA to have a physical and to have a MHSAA physical form completed by a doctor after the student's physical. A student must have a physical at least once a year prior to the first practice in order to be allowed to participate. Each activity's coach or sponsor will have the appropriate forms to fill out. Additional forms or questions regarding the forms should be obtained from and directed to the Activities Director.

LCMS Attendance Policy

Participants must attend all periods of the school day in order to be eligible to practice or compete in an activity that day. Exceptions may be made for absences approved by the AD or principal. Such absences, however, should be approved in advance by the AD or principal.

Pre-season Activity Meetings for Participants and their Parents

Prior to contests in competitive extra-curricular activities, each extra-curricular activity's coach or sponsor is responsible for providing an orientation program at all levels of that particular activity during which students and parents are informed of the behavioral expectations of participants as well as the rules of conduct, eligibility and other important elements of the particular activity. Attendance at such meeting or reading and signing of participation informational packets and forms may be required prior to a student's participation in the activity. Participants and parents are encouraged to ask questions and clarify issues during the meeting or at any time during the season/school year. Such meetings for non-competitive extra-curricular activities are not required but are highly recommended. At a minimum, sponsors and coaches of non-competitive extra-curricular activities should set out participant expectations, rules of conduct and other important elements of the activities in the form of a parent/participant information sheet to be signed by the participant and parent/legal guardian.

Wednesday Family/Church Night

Wednesday nights shall be reserved for family and youth activities. This means that no school activities or other activities involving Eureka school students will be scheduled on Wednesday evenings unless the activity is part of a family or youth activity. All athletic and activity functions will cease so that the school premises can be vacated *no later than 6:00 p.m. in grades 9-12.*

Student Appearance and Dress

Those responsible for students on a school sponsored activity are encouraged to develop for each group exemplary standards and practices in attire, grooming and taste that will tend to enhance the appearance of the group as a whole and help build a positive image for LCHS. Such standards must be of a reasonable nature and appropriate to the group's activity. These standards and or practices must be made known to all potential members at the beginning of the activity season for that group. During cold weather periods students should come prepared for such weather with warm apparel.

Personal Possessions

Students are reminded to secure jewelry, watches, wallets, purses, money, and other valuable items during practice and games. To avoid loss or invitation to theft, they should not be left in the dressing room. The school is not responsible for loss of or damage to students' personal possessions if they are not secured. Students who do not have a locker or other means to secure valuables should make such arrangements with their coach prior to practice or games.

Extra-Curricular Travel Guidelines

In all cases, safety of students is the underlying objective in extra-curricular activity travel. For this reason, several guidelines in addition to Montana High School Association rules exist to help ensure such safety.

1. Students shall travel on school provided transportation to and from school related events. The only exceptions to this are if the student obtains, completes and submits a permission form to do otherwise. Such a form must be signed by the parent/legal guardian and is available from the coaches/sponsors of activities. For safety reasons, a coach/sponsor has the final say in whether to allow a student to use alternate means of transportation, even if a completed permission form is submitted.
2. Decisions regarding departure times, over night stays, and various other travel related topics are made ahead of time by the Activities Director. Activity times, amount of travel time, road and weather conditions, budget limitations, and

other concerns all play a part in the AD's decisions. In the event conditions change to the extent that student safety becomes a serious issue, an initial decision may be changed. If such a situation occurs, the coach/sponsor should consult with the bus driver to reach a decision. The bus driver has the final say regarding road condition/weather condition travel decisions. Such a decision should then be communicated to the AD, to the principal, or to the superintendent or other school administrators to obtain their opinion and consent.

Training Season

Training season for each seasonal activity begins the day of the first practice and ends after that activity's last seasonal game or event and the student has been released to their parents' care. Students who continue from one activity to the next season's activity are strongly encouraged to stay in training and follow training rules. Students are also strongly encouraged to stay in training throughout the year.

Participant Behavior/Expectations/Rules of Conduct and Eligibility

LCHS's extra-curricular participation rules and regulations have been developed in conjunction with existing school disciplinary rules and procedures. Participants must realize they are subject to both activity discipline and school discipline. It is thus important to not only look to this handbook for information, but the high school student handbook as well.

LCHS's extra-curricular activity programs generally exist to provide activities through which students may develop mentally, physically, and socially in both competitive and cooperative climates. Unselfish participation and team effort is stressed to promote individual growth in attitude, confidence, and self-discipline. A positive attitude focused on winning is essential for a successful program but the reward for superior effort and quality sportsmanship is of greater importance than winning itself. Negative attitude, exemplified in apathy, poor sportsmanship, irresponsible conduct both on and off the playing field, and blame finding have no place in the school's activities program. Students exhibiting such negative attitudes must either quickly learn to change such attitudes or be restricted from participating in extra-curricular activities. By adherence to these standards, the extra-curricular activities programs can be a unifying force in the school and community and a keen educational tool in the student's life.

Eligibility Requirements

Student eligibility is based on the MHSA requirements and additional conditions set at LCHS. These conditions are:

A student must pass 4 courses and receive credit during the semester previous to the sport or activity for which they will participate.

Students' grades will be monitored weekly through the PASS system. Teachers will be required to post grades on the PASS system at the end of each school week. The AD will run an eligibility list each Monday, or first day of school each week, to check grades. Students must have passing grades (60% or higher) in all classes to be eligible to participate in extra curricular activities. If a student has grade/s drop below passing at any point during the regular season they will be notified that they have a one week "grace period" to bring the grade up to passing. If the grade/s are not brought up by the end of the following school week, that student will not be eligible for that coming week of competitions. Eligibility resumes when all grades are passing. The one week "grace period" is offered only once per season. Students will be allowed to practice during the weeks they are academically ineligible.

Students must be given opportunities within the regular curriculum to bring grades up during each week. For example, if a student fails a test during one week, that cannot be the only grade opportunity for that student for the weeks following ineligibility. Teachers may not enter a zero for a grade if they are going to accept work for that grade at a later date.

Students are responsible for monitoring their own grades. There will be no mandatory study sessions. Students will be responsible for meeting with their teachers at the teacher's convenience to get additional instruction if needed.

Students who are academically eligible when the post season begins will remain eligible throughout the remainder of the season.

Music students performing at District Solo Ensemble will have to meet an eligibility cut off date set by the music instructor. School play participants will have to be academically eligible at the time of try-outs.

Correspondence courses will not be allowed to make up failing courses.

General Rules of Conduct

It is the belief of LCHS that organized activity is an important aspect in the all-around development of young men and women. It is vitally important that those individuals who are representative of LCHS in athletics and other activities and who are judged by public performance should show exemplary behavior. LCHS thus emphasizes the need for students to exhibit proper ideals of commitment, sportsmanship, and ethical conduct and fair play.

Every effort is made to afford any student the opportunity to participate if he/she has the required scholarship competency as well as a desire and willingness, by hard work and self discipline, to succeed in athletics and other activities. Team members are expected to practice good citizenship at all times, both in the classroom and on the field. The participating student, including cheerleaders, managers, etc., will be subject to all of the rules of the school. In addition, there are specific prohibitions on the use of alcohol, illegal drugs, tobacco, and nicotine products at any time during the school year.

While there will undoubtedly be gray areas and methods to circumvent the “letter of the law,” it is the goal of sponsors and administrators that the intent of the following *minimum* rules be observed:

- 1. A statement from local law enforcement that illegal drugs or alcohol were being used is sufficient reason to proceed with the consequences as outlined in the substance abuse policy.**
- 2. Any student found in violation of the above training rules or any other school rules, the violation of which prohibits completing the given season, shall forfeit the privilege of a LCHS letter, an award for participation or any recognition of his/her involvement.**
- 3. Any individual who is present where illegal drugs or alcohol are present and being consumed illegally by minors will be subject to the consequences of the substance abuse policy. If the situation is beyond their control, the individual needs to leave the situation as soon as possible and contact their coach/principal or activities coordinator as soon as is reasonable, but no later than the next school day.**
- 4. Unacceptable behavior during school-sponsored activities will not be tolerated.**
- 5. Since the school district is ultimately responsible for safe passage of students representing the LCHS system, students are required to ride district-sponsored vehicles to and from a school-sponsored activity. The only exception shall be if the coach, building principal or activities director has been notified in writing *in advance* by the parent/guardian or if the parent/guardian picks the student up in person after the activity. Activity sponsors will release students only to the custody of their parent/guardian after an out-of-town activity upon parental request. This rule does not apply in an emergency situation as determined by the coach/sponsor.**

6. A student who is absent for any part of the school day may not participate in sports activities on the day of the absence, unless cleared by the principal or activities director.

7. Any participant of a non-seasonal extra-curricular activity who violates the drug/alcohol/tobacco/nicotine products policy shall be subject to the national rules (if any) of the sponsoring organization. Sponsors shall develop their own additional written rules of conduct for their particular activity as approved by the high school principal. Situations outside of the aforementioned guidelines will be handled on a case by case basis by the high school principal, AD, and activity sponsor.

8. The principal may intervene at any point with sanctions.

A student's high school career should be four of the most important and rewarding years of his/her life. A student should be proud of the fact that he/she is a member of the LCHS student body and even more proud to be a member of an extracurricular activity. The above rules of conduct are to encourage each student to make parents, community, school and teams proud of his/her actions while representing them during the sport/activity.

Appealing Decisions/Due Process

The relationship between the student and the coach/sponsor is a very special one that needs to be encouraged and respected. Hopefully an atmosphere of trust and openness will evolve between the two that will allow concerns, questions, and recommendations to flow freely between them. Due process in the form of decision appeals is provided all participants. The levels of the appeals process proceed as follows:

Step 1 Student or student w/parent should meet with Coach

Step 2 Student or student w/parent should make appointment and meet with review team (AD, principal, supt.)

Step 3 Student and parent may appeal to Board of Trustees

Depending at what level the initial decision is made, a participant may appeal the decision to the next higher level, if necessary.

Curfews

Coaches and sponsors may set reasonable curfews for their activity participants. Such curfews, like all activity rules, should be clearly explained to the participants and parents.

Travel Rules

Participants represent LCHS while traveling and are expected to conduct themselves in such a manner that the school and community can be proud of them.

1. Students are not permitted in rooms of students of the opposite sex at any time unless otherwise approved by a coach or sponsor.
2. Phone calls outside of the motel/hotel facility are not to be made from student rooms without permission from the head coach/sponsor. The coach/sponsor will assure that all phone call charges are paid before check out time.
3. Rental or use of video machines, tapes, games and/or pay per view movies is prohibited unless approved by coach or sponsor.
4. Students may not leave the facility in which their coach/sponsor is present without permission from coach or sponsor in advance.
5. Students are held to the same expectations and rules while traveling applicable to students during the school day at school.

Bus Chaperone Rules

1. The bus driver has final authority of conduct on his/her bus.
2. Keep a written list/count of all students and adults on the bus. Provide the bus driver and the school office with copies of such list prior to departures.
3. At least one chaperone will sit in the middle of the bus or such other placement is appropriate for maintaining order on the bus.
4. Participants shall follow all rules as set out by the bus driver, in the LCHS student handbook, in the LCHS activity handbook, and by coaches/sponsors.
5. Bus chaperones shall inform students of bus departure times. Should a student not return to the bus when it is time to depart, bus chaperones should follow these guidelines:
 - Search for the student (up to 15 minutes)
 - If no success, call the local police and inform them of the missing student
 - Call the principal or superintendent
 - Call the student's parent/legal guardian
 - Return to the bus
6. Since the school district is ultimately responsible for safe passage of students representing the LCHS system, students are required to ride district-sponsored vehicles to and from a school-sponsored activity. The only exception shall if the coach, building principal or activities director has been notified in writing *in advance* by the parent/guardian or if the parent/guardian picks the student up in person after the activity. Activity sponsor(s) will release students only to the custody of their parent/guardian after an out-of-town activity upon parental request. This rule does not apply in an emergency situation as determined by the coach/sponsor.
7. Do not allow students to move around or misbehave on the bus.
8. The bus driver carries the school district's responsibility for and has the final decision in all transportation matters. Thus, in case of bad weather or road conditions the bus driver has the final decision for the bus travel plan.

9. Bus chaperones shall see that students pick up all garbage on the bus when returning to Eureka. The bus' interior should be kept clean.
10. Bus chaperones/shall report any serious problematic incidents to the activities director as soon as possible. If the activities director is not available, other administrators should be contacted.
11. Bus chaperones/coaches shall leave any student who is under the influence of illegal drugs (alcohol included) with the local police and have the police call the student's parent/legal guardian. A written release shall be obtained from the police.
12. As per the LCHS student handbook, students may not use tobacco or nicotine products (including e-cigarettes) while on school sponsored trips. Such conduct should be reported to the activities director.
13. Students are not allowed to leave the playing or gym area while visiting another school without a bus chaperone's/coach's permission.
14. Students will sit as a group unless given permission to do otherwise by the bus chaperone/coach.
15. A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall be familiar with Eureka School District No. 13 Board Policy 3231, Searches of Students and Their Property, and the Administrative Procedure to Accompany Policy 3231 before conducting a search. Chaperones shall not conduct a search of a student participant. (See Appendix E).
16. All bus trips must have a bus chaperone/student ratio of no more than 1/15. The bus driver may not be counted as a chaperone unless authorized by a school administrator or in the case of an emergency.
17. Bus chaperones may not drink or use any illegal substances while on school sponsored trips and are encouraged not to use tobacco products.

Emergency Phone Numbers

Superintendent Jim Mepham.....	249-8706
HS Principal Joel Graves.....	889-3918
HS Athletic Director Chad Dunn.....	208-512-1062
JH Principal Trevor Utter.....	889-5842
Elem. Principal Cari Lucey.....	889-5650
Eureka School District Central Office.....	297-5650
Lincoln County High School.....	297-5700
Eureka Jr. High.....	297-5600
Eureka Elementary.....	297-5500

**LINCOLN COUNTY HIGH SCHOOL
SCHOOL SONG**

(Tune: Illinois Loyalty)

**We're loyal to you, Lincoln High
To your colors we're true, Lincoln High
We beg you to stand
You're the best in the land
We're loyal to you, Lincoln High
Rah-rah!**

**Go smashing ahead, Lincoln High
To pick up the score, Lincoln High
Our team is the best protection
On team for we're expecting
Victory from you, Lincoln High**

**School Colors - Black and Orange
School Mascot - Lion**